

DATE: September 3, 2003

**TO: ALL STATE AGENCIES, EMPLOYEE ORGANIZATIONS, AND
MEMBERS OF THE GOVERNOR'S CABINET**

SUBJECT: IMPACT OF SALARY ADJUSTMENTS ON TRANSFERS

Recent salary adjustments for some of the collective bargaining units have altered the salary relationships between classes and raised questions regarding the impact of such changes on transfers. The following guidelines should be followed in making transfer determinations between classes that are impacted by these changes.

California Code of Regulations (CCR) § 433 (b)(2) prohibits transfers to a class that has a salary range any amount higher if both classes are in the same "class series" as defined by § 432. Additional guidance on what constitutes a "class series" can be found in the Personnel Management Policy and Procedures Manual § 315. With the recent salary adjustments in the various classes, transfers that were previously prohibited because of a promotional relationship and a higher maximum salary would become transferable because the maximum of the salary of the promotional class is either within transfer range or no longer higher than the class from which the person is transferring.

CCR § 430 grants the Executive Officer of the State Personnel Board the authority to prohibit transfers between classes that are determined to be in a promotional relationship regardless of their salary relationship. Based upon this authority, transfers which were prohibited prior to July 1, 2003, because they are in the same class series, are still prohibited even if the "to" class now has the same or lower maximum salary as the "from" class.

Questions concerning the content of this memorandum may be directed to the Policy Division at (916) 653-0818.

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